

Program Topics

Unleash Your Potential!: How to Bring the Best of Yourself To Life & Your Work

How would your life -- and your work -- be different if you could stay focused, dedicated and disciplined? All of us can achieve the great lives and successful work we want. And it's easier than it often seems! Discover:

- ✓ The *different* to-do list that will make you jump out of bed in the morning
 - ✓ How to discover -- and use!-- those interesting skills & strengths you may be overlooking
 - ✓ The 5 top ways to feel better fast when you're upset, frustrated or angry
 - ✓ How to cope with non-supportive people
 - ✓ The 15 minutes a day that will change your life
 - ✓ How to stop harmful self-sabotage
 - ✓ 2 key tips to stay cool if you feel overwhelmed
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Terrific Time Management: How to Get More Done With Less Stress

We all face a common challenge: Having too much to do and not enough time to do it! Despite our best efforts, it seems our to-do lists never get any shorter. Add in heavy workloads, procrastination, low-energy levels, and interruptions, and it becomes even more challenging to cross tasks off our lists. But there's hope. . . Discover:

- ✓ How to stay focused when you're interrupted frequently
 - ✓ 5 tips get the most from every minute
 - ✓ 10 remarkably good ways to stop procrastinating
 - ✓ How to use small chunks of time to get **big** results
 - ✓ The single best way to improve your energy level
 - ✓ An easy way to improve your productivity by 25%
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How to Keep Your Attitude Up -- No Matter What Gets You Down!

Keeping a positive attitude is a great idea -- it's just sometimes a little easier said than done. Fortunately, by using a few truly simple tips we can deal with down times, enjoy our work & feel great every day. Explore:

- ✓ How to brighten your mood *quickly* -- even on the very toughest days
- ✓ How to keep the "crabs" (those *always* negative people) from getting you down
- ✓ The amazingly simple way to improve work morale
- ✓ 4 smart ways to choose productive thoughts
- ✓ 8 ways *you* can create a more positive environment

Taking Smart Risks: Savvy Strategies that Boost Your Bottom Line

Do you take enough risks? It's hard to say, of course, what constitutes "enough" risks. But let's put it another way: Do you often try *new* ideas to change the way your life and work turn out? Calculated, smart risk-taking allows us to pursue new opportunities, deliver better service, and energize our organizations. Learn:

- ✓ 4 steps for taking calculated risks (you're probably currently doing 2 of them)
 - ✓ What the Hokey-Pokey (yes, the old-favorite wedding song!) can teach us about risks
 - ✓ Why taking smart risks is NOT contrary to risk management or risk prevention
 - ✓ The interesting lesson cab drivers teach us about risk
 - ✓ Why taking risks -- regardless of the outcome -- will make your self-confidence soar
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Kiss Procrastination Good-Bye

Almost everyone procrastinates at some time. But imagine how different your organization would be if everyone *stopped* procrastinating! Fortunately, putting an end to this bad habit requires just a little self-knowledge and some smart, practical tips. Find out:

- ✓ 2 of the *most important* reasons to stop putting things off (they may surprise you)
 - ✓ The 4 most common reasons we procrastinate
 - ✓ 15 savvy strategies for getting past procrastination
 - ✓ Why your environment and the people around you play a huge role in whether you procrastinate
 - ✓ Smart ideas to get moving on the tasks & projects you avoid the most
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Feel Better, Work Smarter: How to Build Your Self-Esteem & Boost Your Productivity

Did you know your self-esteem plays a huge role in your productivity? Not surprisingly, the better we feel, the more we get done! So don't let low self-esteem sabotage your success. Develop this critical life & professional resource today. Learn:

- ✓ 3 common causes of low self-esteem
- ✓ 8 easy ways to boost your self-esteem now
- ✓ How to avoid self-criticism & focus on strengths
- ✓ How your self-esteem affects your productivity
- ✓ 2 tips for helping others build a better self-image



Overworked, Overwhelmed, Underpaid: How to Deal with the Stress of Work

Managing the multiple stressors in our life can be tough! Heavy workloads, deadlines, and personal problems can take a toll on our attitude & morale. Fortunately, we can *prevent* much stress & manage the rest -- and in the process, we can keep stay in a great mood, and remain physically & mentally sharp. Learn:

- ✓ A great way to keep in mind what is worth your time & energy - and what you should let go
 - ✓ 2 smart ways to keep your cool when you feel overwhelmed
 - ✓ What your “stress threshold” is - and how it can work for you
 - ✓ 4 ways to keep your thoughts “stress free”
 - ✓ A surprisingly easy way to boost your productivity by 25%
 - ✓ The 5 most effective ways to feel better fast when you’re angry or upset
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One Small Step: How to Get Moving On the Things You Keep Putting Off

Are there certain projects and goals in your work and your life that you want to do but never seem to get around to? You’re not alone. Fortunately, we can finally make progress in those key areas by learning how to develop small, manageable steps that create great momentum and a sense of accomplishment. Learn:

- ✓ How to break large goals & projects into great -- and achievable -- first steps
- ✓ A great way to plan successful action steps
- ✓ The key to getting unstuck on the toughest project
- ✓ How to be re-energized on your goals every day
- ✓ The 15 minutes a day that will change your life

The Best Year of Your Life: How to Make 2007 a Year You’ll Never Forget!

Most of us start a new year with great plans for success, health & happiness. Despite our best intentions, our hopes often evaporate by February or March. But with simple planning & smart actions, we can have the success & happiness we deserve -- every day.

Explore:

- ✓ How to break large goals & projects into great -- and achievable -- first steps
 - ✓ A great way to *plan* successful action steps
 - ✓ The key to getting unstuck on even the toughest project
 - ✓ What keeps you going when you get discouraged
 - ✓ 3 tips to getting back on track with your resolutions
 - ✓ How Ben Franklin can help you get there!
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How to Set & Achieve Terrific Interesting Goals

Are your people actively working on your organization’s goals? A surprising number usually aren’t, simply because they **don’t know how** to set and work toward even the *smallest* goal. By investing in their ability to actively set and work toward goals, you promote both personal and professional success. Discover:

- ✓ 3 factors that keep people from reaching goals
- ✓ How to stop procrastinating & get started now
- ✓ How to get past the “I don’t have time to set goals” mindset
- ✓ 5 quick & simple ways to write a goal that works